

# *Human Services Division Volunteer Opportunities*



## ***Job Description – Outreach Specialist***

### **Examples of Responsibilities will Include:**

- Making contact with other social programs to conduct presentations to professionals and their clients to attract potential users.
- Attending community association meetings to educate residents about services and how to go about obtaining them.
- Identifying community upcoming community fairs and other events to display program information and educate residents about services.
- Gathering, organizing and composing information to be used for quarterly newsletter and website.
- Other related functions as required and agreed upon.

### **Required Knowledge, Skills and Abilities:**

- Ability to develop and maintain effective working relationships with clients and professionals.
- Knowledge of developing and facilitating group meetings and presentations.
- Good organizational skills.
- Ability to work under pressure and meet deadlines.
- Ability to communicate effectively orally and writing.
- Ability to work independently and use good judgment.